

NewSchool of Architecture & Design

2016-2017 Catalog Addendum

Effective January 9, 2017

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Effective Dates

The information contained in this addendum goes into effect on January 9, 2017 and supplements or replaces information found in the NewSchool of Architecture & Design 2016-2017 Academic Catalog and Student Handbook.

The following changes reflect current information about NewSchool of Architecture & Design.

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Academic Calendar

SUMMER 2017	DATES	WEEK	QUARTER DETAILS
	July 11		1
July 10		1	Summer Quarter Begins
July 17		2	Last Day to Add/Drop Courses
July 24		3	
July 31		4	
August 07-18		5	Midterms - Studio & Lecture Courses
August 11		5	First Summer 5-Week Session Ends
August 14		6	Second Summer 5-Week Session Starts
August 18		6	Last Day of Course Withdrawl - Cert. Courses
August 21		7	Summer Petition to Graduate Deadline
August 25		7	Last Day of Course Withdrawl
August 28		8	
September 04		9	Labor Day - Campus Holiday
September 11		10	
September 15		10	Summer Quarter Ends
September 08-22		11	Finals Week - Studio & Lecture Courses

Conditional Admission (Policy Removed)

Undergraduate Students

Undergraduate students can be admitted conditionally based on a minimum score on IELTS of 5.5, or TOEFL of 525 (an IELTS score below 5.5 or its equivalent is not admissible), with sub-scores above the required minimum.

Undergraduate students who are admitted conditionally due to low ELT scores are expected to meet the conditional guidelines which are in place to support academic success. Conditional students should refer to their letter of admission for the specific conditional guidelines. Students who earn a GPA of 2.0 and above, but do not pass Eng111-EL with a C or better, may be allowed to continue with NewSchool for one additional term. In the additional term, a student would be required to repeat the Eng111-EL course and must earn a C or better in the course. Failure to meet a grade of C or better in Eng111-EL in the second term will result in immediate dismissal from NewSchool.

- Conditional admissions criteria include the following:-
- Earn a minimum GPA of 2.00 in the first quarter.
- Limit course load to 15 credit hours in the first quarter.
- Complete all coursework within the quarter (no withdrawing from a course or taking an Incomplete in any subject, or earning an F).
- Attend a 2-hour help session per week hosted by the English Language Program.
- Take ENG 111-EL (English Composition for ELLs) during the first quarter and earn a C or better in the course.

Graduate Students

Graduate students may be admitted conditionally if the overall ELT score meets the minimum standards but one of the sub-scores is below the minimum requirement and the Graduate Admissions Committee deems the candidate eligible. Graduate students who are admitted conditionally due to low ELT sub-scores are expected to meet the conditional guidelines which are in place to support academic success. Conditional students should refer to their letter of admission for the specific conditional guidelines. Students who fail to meet the conditions of admission will be reviewed on an individual basis and may be immediately dismissed from NewSchool. Students may also be allowed to continue as a conditional student for a second term. If allowed to stay, failure to meet the conditions in the second term will result in immediate dismissal from NewSchool.

- Conditional admissions criteria include the following:-
- Earn a minimum GPA of 2.7 in the first quarter.
- Complete all coursework within the quarter (no withdrawing from a course or taking an Incomplete in any subject, or earning an F).
- Must attend biweekly graduate writing seminars (2 hours every 2 weeks—5 meetings—Weeks 1, 3, 5, 7, and 9)
- Meet biweekly with instructors to discuss their performance/progress as it relates to their English language skills.

Satisfactory Academic Progress (Undergraduate)

To ensure the rigor and academic integrity of all of NewSchool's degree programs, students are required to meet Satisfactory Academic Progress (SAP) standards to continue enrollment in a degree program. Meeting SAP also

is a requirement to be eligible for financial aid (federal, state, institutional and military benefits).

To be considered as making satisfactory progress, students must maintain a specified cumulative grade point average (CGPA) and proceed through the program leading to completion within 150% of the normal program length.

Students who do not meet cumulative SAP standards will be notified by the Registrar's Office of the conditions regarding their SAP status through their official NewSchool email account. The U.S. Department of Veterans Affairs will be notified of students utilizing veteran benefits who do not achieve SAP, and veteran benefits may be cancelled.

Minimum GPA and Time Limit Requirements

NewSchool has determined Grade Point Average (GPA) and time-limit requirements in compliance with federal, state, and accreditation standards. The minimum quarter GPA for undergraduate students is 2.0, as calculated on a 4-point scale*. The maximum time to complete a degree is one and one half (1.5) times the normal program length. This time frame is calculated off of credits completed verses credits attempted in a student's program. All program requirements must be completed by the maximum time frame.

*Undergraduate architecture students are required to meet minimum requirements for courses in the major (see C-Gateway policy listed under the Grading Policy section of the catalog).

SAP Evaluation

The Registrar's Office evaluates SAP at the end of each quarter. Student progress is reviewed for both minimum quarter grade point average (QGPA) and CGPA and progress toward completion. The minimum QGPA and CGPA for

undergraduate programs is 2.0. To ensure that students remain within the 1.5 maximum allowable time frame to completion, NewSchool will determine that students quarter successful completion rate (QSCR) and cumulative successful completion rate (CSCR) equals 67% of credits attempted. In determining the total number of credit hours attempted, all credits attempted at NewSchool under the student's current degree level and all transfer credits that count towards the student's current program will be used. Grades from transfer courses will not be included in the NewSchool CGPA.

Courses dropped during the quarter's add/drop period are not considered to be attempted credits and do not count in the QSCR and QGPA or the CSCR and CGPA. Original credits for repeated courses count as unsuccessfully attempted credits when calculating the CSCR, but do not count in the GPA.

Program Changes

For students who change programs at the undergraduate-degree level, the SAP determination will include all credits attempted and grades earned at an undergraduate-degree level. Please see NewSchool's Grading Policy. Students who are unable to meet the Maximum Time to Complete Degree time limit as outlined in the Undergraduate Satisfactory Academic Progress policy will not be allowed to change programs. For students who seek additional degrees at a higher degree level, the determination of SAP will begin a new measurement process in accordance with NewSchool's current policy.

SAP Notification

Students who do not meet the quarterly minimum requirements for making SAP but do meet the cumulative requirements at the end of a quarter will be placed on SAP Notification for the next quarter. The Office of Academic Advising will alert students who are on SAP Notification

status. The purpose of the notification is to help students maintain SAP compliance. The notification will ask students to meet with their academic advisors and program chairs to discuss how to help the students improve their GPAs. The goal of the notification is to prevent students from being placed on SAP Warning status.

SAP Warning

Students who do not meet the cumulative minimum requirements for making SAP at the end of the quarter are placed on SAP Warning for the next quarter. Students will be given one quarter of attempted coursework to meet the requirements for SAP. Students who are otherwise eligible to receive financial aid are eligible to receive financial aid while on SAP Warning. At the conclusion of the SAP Warning period, students who do not meet the requirements for SAP will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

SAP Probation

Students who have been granted an appeal for readmission after dismissal following a quarter of SAP Warning may complete one additional term of study on SAP Probation. Students who are otherwise eligible to receive financial aid are eligible to receive financial aid while on SAP Warning. At the conclusion of the SAP Probation period, students who do not meet the requirements for SAP will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

Note: A student may be placed on an Extended Enrollment Plan if it is determined that the student cannot meet SAP requirements within one quarter. If a student is placed on a

plan they must meet the requirements of the plan at the end of each quarter or they will be dismissed from NewSchool. Please see Extended Enrollment Plan.

Extended Enrollment Plan (Probationary Status)

Students who are approved for readmission after dismissal following a quarter of SAP Probation or after a period on Extended Enrollment Plan and are required to meet specific academic requirements outlined in writing the Extended Enrollment Plan from the Program Chair. Students are provided with an Extended Enrollment Plan to assist the student in meeting regular SAP requirements within a specific period of time. Students may be limited in the number of courses for which they are scheduled while on an Extended Enrollment Plan. It is the student's responsibility to adhere to the Extended Enrollment Plan. Students who are otherwise eligible to receive financial aid are eligible to receive financial aid while on an Extended Enrollment Plan. Students on an Extended Enrollment Plan are reviewed against the progression requirements outlined in the academic plan at the conclusion of each quarter. Students who are not meeting plan requirements at the conclusion of each quarter will be dismissed from NewSchool. Dismissed students are not eligible to receive financial aid. Dismissed students should refer to the Appeal for Readmission after SAP Dismissal policy in this section of the Catalog.

Appeal for Readmission after SAP Dismissal

Students who have been dismissed from the NewSchool for failure to meet SAP requirements may appeal to be readmitted. Appeals must be submitted to the Registrar's Office (registrar@newschoolarch.edu) and will be evaluated by an Appeal Committee made up of the Registrar or designee, Academic Advising Manager or designee and the Program Chair or designee who has oversight in the student's program of study. The final decision of the

Committee will be made by the Program Chair or designee. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

The student's appeal letter must include:

- A reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student.
- Reasonable evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of credits during the period of absence.
- A plan for completion of the coursework required to meet satisfactory academic progress during the following quarter or by the end of the Extended Enrollment Plan.

If the Appeal is not granted the student may appeal the decision to the Dean of the program.

In this case, the Dean or designee's decision is final and cannot be appealed. The decision of the Dean or designee will be communicated in writing to the student by the Registrar's Office.

Students must complete the appeal process by the end of the add/drop period in which they wish to continue their education. Otherwise they will need to wait until the start of the next quarter to begin classes.

Students who are dismissed from NewSchool can re-apply to NewSchool after one year. Changing programs or degree levels does not negate this time frame.

Note: NewSchool may require third party verification of mitigating circumstance that lead the student to fall below SAP requirements.

Satisfactory Academic Progress (Graduate)

To ensure the rigor and academic integrity of all of NewSchool's degree programs, students are required to meet Satisfactory Academic Progress (SAP) standards to continue enrollment in a degree program. Meeting SAP also is a requirement to be eligible for financial aid (federal, state, institutional, military benefits).

To be considered as making satisfactory progress, students must maintain a specified cumulative grade point average (CGPA) and proceed through the program leading to completion within 150% of the normal program length.

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Minimum GPA and Time Limit Requirements

NewSchool has determined Grade Point Average (GPA) and time-limit requirements in compliance with federal, state, and accreditation standards. The minimum quarter GPA for graduate students is 3.0, as calculated on a 4-point scale. The maximum time to complete a degree is one and one half (1.5) times the normal program length. This time frame is calculated off of credits completed verses credits attempted in a student's program. All program requirements must be completed by the maximum time frame.

SAP Evaluation

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Academic Freedom

NewSchool is committed to the principle of academic freedom for its faculty and students. The growth of knowledge and its benefits to society depend on openness to new ideas and approaches to scholarship and to research applied to solving the problems faced by communities, organizations, and individuals in the 21st century. Indeed, the very concept of NewSchool is based on the recognition that multiple approaches are needed to address emerging issues in this complex world.

Academic freedom is the guarantee that scholars working within their educational institution will be able to follow their professional scholarly inquiries wherever they may lead, and that they will be able to present the results of those inquiries to their colleagues, students, and the public

without interference from the academic institution which employs them.

- Faculty members are entitled to freedom in the classroom in discussing academic subjects, but they should avoid intruding material which has no relation to the subject being taught.
- Academic Freedom is not an appropriate rationale for changing the course syllabus, course description, or course outcomes.
- Faculty members are entitled to full freedom in research, publication, and artistic production.
- When faculty members speak or write as private citizens, they are free from NewSchool censorship or discipline, remembering that the public may judge both the profession and NewSchool by their utterances. Therefore, they are expected at all times to be accurate, exercise appropriate restraint, and show respect for the opinions of others. Faculty members should make it clear that they are speaking as private citizens and not as institutional spokespersons
- The rights of academic freedom shall apply to all faculty members.

Professional Ethics

Along with the American Association of University Professors (AAUP), NewSchool recognizes that the academy bestows on those who are participating members certain rights, privileges, and responsibilities. NewSchool affirms the AAUP Statement on Professional Ethics, as well as the ethical codes of conduct of the professions it serves. The AAUP principles underpin many of the policies that NewSchool promulgates and that are defined throughout this handbook. The AAUP statement (1996) may be found on its website: www.aaup.org/AAUP/pubsres/policydocs/contents/statemntonprofessionalethics.htm and includes the following principles:

- Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- As colleagues, professors have obligations that derive from common membership in the community of scholars.
- Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their

professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

- As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their school or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Control of Educational Environment

If a student engages in conduct in the classroom or in the course of any other educational activity of NewSchool that is disruptive or otherwise unreasonably interferes with orderly educational processes, the faculty member is granted the authority to take the following actions:

- Ask the student to cease doing whatever it is that is disruptive or that is causing interference.
- If the disruption or interference continues, the faculty may request that the student leave the class or other educational activity setting.
- If the student refuses, the faculty member may dismiss the educational activity. A report of the incident must immediately be submitted to the program chair.
- The faculty member may refuse to readmit the student to the educational activity until a meeting is held between the student, the faculty member, and the program chair, the student's conduct is addressed, and the student is authorized to return to participation in the educational activity.
- If the student persists in disrupting or interfering with the educational activity, the faculty member may permanently dismiss the student from the class or educational activity. In such case, the faculty member shall refer the matter to the CAO or designated chief administrator to determine appropriate action relative to the matter under the student Code of Conduct.

In no event should a faculty member attempt to physically remove a student from an educational activity. In any event where a student's behavior is threatening or considered dangerous or intimidating, the faculty member should dismiss the educational activity and immediately call Campus Security for assistance.

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Withdrawal Policy

Withdrawal before the seventh day of the part of term, during add/drop period

Students are held responsible for completion of every course in which they register or for withdrawal from

courses during the add/drop period for courses they do not intend to complete. Dropping a course or courses during the add/drop period of registration does not constitute a withdrawal under this section and means that no entry for that semester will be made on the student's transcript. If a student does not attend a course during the add/drop period then the student will be administratively dropped from that course due to lack of attendance. If the student does not attend any course during the add/drop period then the student will be administratively withdrawn from NewSchool. Documented extenuating circumstances may be considered by NewSchool.

Withdrawing after the seventh calendar day of the term and prior to 70% completion of the course

Any course from which a student withdraws after the seventh calendar day of the part of term will be represented on the student's transcripts with a grade of W, which indicates a withdrawal from the course. A grade of W is not used in calculating Cumulative Grade Point Average (CGPA). It is, however, calculated negatively towards the student's successful completion rate (SCR). Students should refer to the catalog for regulations regarding Satisfactory Academic Progress (SAP), Title IV funding, VA funding, and grant eligibility. Students are required to speak with their Academic Advisor prior to withdrawing from any course.

Withdrawal past 70% of the part of term

Withdrawal during the final 30% of instruction is not permitted except under documented extreme circumstances. Request for permission to withdraw under these circumstances must be made in writing via a Petition for a Late Withdrawal Form available in the Registrar's Office. The requests and approvals shall state the reasons for the withdrawal. These requests must be approved by the Chief Academic Officer or designated appointee. Failure to initiate the withdrawal process after week seven of the

quarter will result in a grade earned and will remain part of the student's permanent record.

Administrative Withdrawal (Non-Attendance)

Students will be administratively withdrawn from NewSchool due to lack of attendance or participation in all courses for 14 consecutive calendar days. In the case of an administrative withdrawal for non-attendance, NewSchool will initiate an administrative withdrawal with a grade of W in all registered course work. The date of withdrawal will be the last documented date of attendance or last date of participation in an academically-related activity. Administrative withdrawals may affect a student's financial aid awards, residential status, and/or student visa status.

If a student has extenuating, documented circumstances prior to being out of attendance for 14 consecutive days and plans to return to NewSchool during the same quarter, then that student can appeal to remain enrolled in their course work with instructor's approval through the Registrar's Office.

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Tuition and Fees

International Transcript Evaluation Fee (Nonrefundable) - \$100

Graduation Fee – \$250.00
(Includes official transcript, engraved diploma, degree audits, and other administrative fees necessary for processing degree conferral)

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Reinstatement Decision Appeal

(Dismissal not related to Satisfactory Academic Progress)

A student has the right to appeal reinstatement decisions. A student who feels there are extenuating circumstances for his or her failure to adhere to specific decisions or policies may file a written appeal with the president. Extenuating circumstances are defined as unavoidable and unexpected (e.g., illness, death in the immediate family, state of emergency caused by a disaster). Students petitioning the president through this appeal process should first exhaust all other appeals. If the student wishes one last review the written petition must describe the situation in detail and provide written outside documentation for verification purposes. The president will base his or her decision on these supporting materials. Granting of an appeal hearing or approval to reinstate a student is at the discretion of the president.